

JOB ANNOUNCEMENT

IOSHA Inspector – Industrial Safety (CSHO)

AGENCY: Indiana Department of Labor

JOB POSTING ID: 602886

APPLY BEFORE: June 27, 2016

LOCATION: Northwest or Central IN

HIRE SALARY: \$36,374

TO APPLY: [Link to Job Posting](#)

HIRE SALARY:

If selected applicant is does not fully meet the experience requirements – applicant may be hired at a level lower. Hire/base salary for the lower levels are: \$32,344 or \$28,756

JOB DESCRIPTION

NOTE: Positions available in both Northwest and Central IN (either home or central office).

Incumbent works as an Industrial Safety Compliance Officer within the Indiana Department of Labor's (IDOL) Indiana Occupational Safety and Health Administration (IOSHA) division to achieve compliance with state laws, regulations and standards as they apply to occupational safety and health. The incumbent inspects and investigates occupational environments to anticipate, recognize, and evaluate control of hazardous or unsafe conditions. Upon verification of recognized hazardous conditions, the incumbent follows established policies and procedures to document and report such conditions to the supervisor.

RESPONSIBILITIES

- Conduct assigned inspections/investigations: formal and non-formal complaints, referrals, National Emphasis Program (NEP), Local Emphasis Program (LEP), threats of imminent danger, and fatalities and catastrophes;
- Inspect industrial sites to recognize and evaluate safety and health conditions per IOSHA regulations;
- Hold opening conferences with employer and employee representatives to advise them as to the inspection process and to gather relevant safety program and/or training materials and information;
- Collect and analyze data and compare such to appropriate established safety and health regulations; document findings through notes, sketches, and photographs;
- Create detailed, accurate and timely technical reports for the supervisor for administrative and regulatory action; enter data into the agency database and/or system;
- Interview employees as appropriate to gather job-specific information and inform them of safety hazards;
- Conduct closing conferences with employer and employee representatives to provide them with a summary of the inspection findings, and discuss feasible abatement;
- Complete accurate and timely records and reports related to travel, work schedule and work activities;

- Attend all OSHA core and required curriculum training at training facilities such as the OSHA Training Institute (OTI) per the Training Educational Directive (TED) as well as other training requested by the agency;
- Assist in the training of new compliance personnel;
- Interact with federal, state and local safety, environmental, and health agencies in enforcement activities;
- Testify at depositions, informal hearings, and before the Board of Safety Review when necessary;
- Complete other duties, special projects and training as assigned.

PREFERRED EXPERIENCE

Five (5) years of work experience in a construction or an industrial environment; at least (1) one year of the required experience must include experience involving identification of safety and health hazards in a construction or an industrial environment; or participation in the formulation of construction or industrial safety rules; or accredited college training in Construction Management or Technology, Occupational Safety, Safety Management, Engineering, Public Safety or Health, or a related field.

- Knowledge, skills and abilities typically acquired through a Baccalaureate degree plus related work experience; related academic training plus comparable work experience alone may substitute for a Baccalaureate where appropriate;
- Undergo routine physical/medical evaluations to ensure physically able to carry out the essential functions of the position;
- Ability to carry sometimes heavy and awkward equipment, and to walk, climb, stand, crouch while carrying sampling and measuring devices and wearing protective clothing, including respirators;
- Ability to work in unpleasant and hazardous conditions while wearing personal protective equipment, including noise and toxic chemicals, during inspections/investigations;
- Thorough knowledge of and the ability to appropriately apply federal and state laws and regulations pertaining to occupational safety and health standards;
- Proven skills in organization, prioritization, and follow up and the ability to complete assignments within established timeframes;
- Ability to work independently and make critical decisions;
- Ability to effectively work with all levels of an organization;
- Broad knowledge of training techniques relating to occupational health and safety subject matters;
- Ability to interpret and apply IOSHA regulations, consensus standards, and various practices and precedents falling within the jurisdiction of IOSHA;
- Ability to conduct inspections and further investigations and to prepare administrative reports for use as basis for recommendations for further action;
- Excellent verbal communication skills; ability to speak and draft technical reports in a professional and concise manner;
- Proficiency in MS Outlook, Word, and Excel and strong skills in the use of computers;
- Valid Driver's License and reliable form of transportation to and from job sites and office.